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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3600.3

Effective Date: November 04,
2013

Expiration Date: November
04, 2018

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Voluntary Leave Bank Program

Responsible Office: Office of Human Capital Management

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Preface

P.1 Purpose

- a. This NPR establishes the procedures and responsibilities for conducting the Voluntary Leave Bank Program (VLBP) in accordance with applicable law and regulations. It provides Agency direction which should be used in conjunction with the referenced statutory and regulatory requirements. Consult Center Human Resources Offices for further information and guidance.
- b. NASA's VLBP provides eligible employees the opportunity to contribute unused accrued annual leave to a Leave Bank. The VLBP can help ease the emotional and financial burdens experienced by an employee who has exhausted available paid leave as a result of a personal or family medical emergency.
- c. The VLBP is separate and apart from the Voluntary Leave Transfer Program (VLTP). The VLBP does not cancel or change the VLTP in any way.

P.2 Applicability

- a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers and the Office of the Inspector General.
- b. Any reference to Center Director(s) includes the Executive Director for Headquarters Operations and the Executive Director of the NASA Shared Services Center (NSSC).
- c. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcomes, and "are/is" denotes descriptive material.

P.3 Authority

- a. Voluntary Leave Bank Program, 5 U.S.C. §§ 6361-6373.
- b. Voluntary Leave Bank Program, 5 CFR Part 630, Subpart J.
- c. NPD 3000.1, Human Capital Management.

P.4 Applicable Documents and Forms

- a. Termination of a Voluntary Leave Bank Program, 5 CFR Part 630.1016.
- b. Termination of Medical Emergency, 5 CFR Part 630.1010.

- c. Use of Annual Leave Withdrawn from a Leave Bank, 5 CFR Part 630.1009.
- d. Accrual of Annual and Sick Leave, 5 CFR Part 630.1008.
- e. Limitations on Contribution of Annual Leave, 5 CFR Part 630.1005.
- f. Definitions, 5 CFR Part 630.902.
- g. NPD 1382.17, NASA Privacy Policy.

P.5 Measurement/Verification

- a. Compliance with this policy will be verified by records and reports maintained regarding the administration and evaluation of the VLBP. Note: The reports are provided to the Office of Personnel Management (OPM) upon its request.
- b. The following information shall be maintained:
 - (1) The number of Leave Bank members for each leave year;
 - (2) The number of Leave Bank requests approved for medical emergencies affecting an employee;
 - (3) The number of Leave Bank requests approved for medical emergencies affecting an employee's family member;
 - (4) The grade or pay level of each member and the total amount of annual leave contributed; and
 - (5) The grade or pay level and gender of each leave recipient and the total amount of leave actually used.
- c. The Leave Bank Board conducts an annual assessment of the program to ensure the needs of the membership are being met.

P.6 Cancellation

None.

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Richard Keegan
Associate Administrator
Mission Support Directorate

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